EXTRACTING BANNER DATA INTO EXCEL

You should set up a folder for the extracted data. This can be accomplished by following step I.

You need to tell Banner the name of the folder you will be using for data extractions. You can do this by following step II.

Steps I and II may never have to be done again.

I. TO SET UP YOUR FOLDER

1. Double click MY COMPUTER
2. Open P drive (or your choice) (double click will open)
3. Open EXCEL folder (if you want the folder created within the EXCEL folder)
4. Click on FILE on the Menu Bar
5. Click on NEW
6. Click on FOLDER
7. Name your folder "BANNER EXTRACTS" (or whatever you wish)
8. Hit ENTER button

II. TELLING BANNER THE NAME OF THE FOLDER

1. Navigate to GUAUPRF
2. Click on DIRECTORY OPTIONS
3. Find the block that has a description of "Enter the location for where to write the data extract file" – probably the 1st block. Enter the following (or whatever you named the folder in step I) into the USER VALUE field:
   P:\EXCEL\BANNER EXTRACTS\
4. Click OK
5. If you get an error message you may have to click OK several times until your information has been accepted

III. EXTRACT DATA FROM BANNER

1. In Banner, pull up the information you want to extract (class lists, budget screens, section queries, etc)
2. Click on HELP on the Menu Bar
3. Click on the highlighted choice - either EXTRACT DATA NO KEY or EXTRACT DATA WITH KEY (If neither one is highlighted let Art Phares know)
4. Your data has now been extracted into EXCEL

IV. FINDING THE DATA IN EXCEL

1. Open the folder named in Step II
2. Change FILES OF TYPE to "All Files (*.*)"
3. Do SAVE AS to rename your file in EXCEL
4. Once data is in EXCEL you can add column headings, delete columns, move columns, resize columns, set up formulas, etc. and save in your new file